

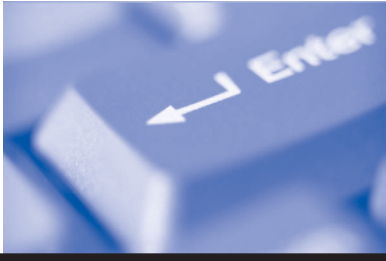


Computer Skills S U R V E Y

Name: _____

Office Location: _____

Office Phone Number: _____



The following list of computer skills is intended to provide us with a better understanding of your familiarity with certain types of computer applications.

Do not be discouraged if you are not familiar with many of the skills listed. We have included a large number of items in order to try to capture as much information as possible.

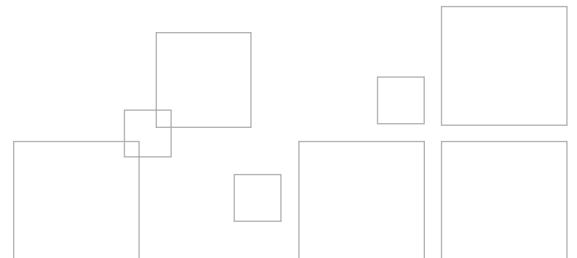
Answers to this survey will be kept confidential, and are intended to serve as a guide in identifying those minimum skills essential for success working with the ElectionNet™ software. We will use this information to define the focus areas for your training classes.



Please read through the questions and answer each one as it relates to your current computer skills.

A frank and honest answer is necessary to accurately assess your computer skills. Answer each item, using the descriptions provided based on your comfort level or experience. Do not answer any item based on the skill or knowledge of a family member, co-worker, or friend.

Do you have any disabilities which make it difficult for you to use or to access a computer? If so, please write a brief note below.



Rank yourself on each of the following computer skills. Assign yourself a number that best describes your comfort level or experience based on the following scale:

- 0 Don't know or use this feature
- 1 Don't really understand or seldom use this feature
- 2 Understand and occasionally use this feature
- 3 Thoroughly understand and often use this feature

OPERATING SYSTEM TASKS

CIRCLE ONE

Turn your computer on and off

0 1 2 3

Restart your computer if it becomes locked up

0 1 2 3

Operating Tasks Total: _____

GRAPHICAL USER INTERFACE TASKS

CIRCLE ONE

Can explain the terms: icon, menu, window, click, select, drag, button

0 1 2 3

Use the mouse to select and deselect text

0 1 2 3

Use right mouse buttons to select tasks: copy, paste, review properties

0 1 2 3

Use the mouse to open and close a program by clicking on an icon

0 1 2 3

Use the "Start" button to execute programs

0 1 2 3

Choose a command from the menu

0 1 2 3

Graphical User Interface Tasks Total: _____

EXPLAIN COMMON WINDOW CONVENTIONS

CIRCLE ONE

Pull down menus

0 1 2 3

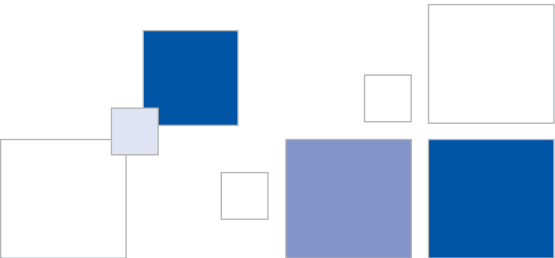
Dimmed menu items

0 1 2 3

Dialog box (Pop Up/Input box)

0 1 2 3

Explain Common Window Conventions Total: _____



WINDOW TASKS

- Move, resize or close windows
- Know the difference between close and exit
- Use the scroll bars
- Switch between open windows

CIRCLE ONE

0	1	2	3
0	1	2	3
0	1	2	3
0	1	2	3

Window Tasks Total: _____

FILE MANAGEMENT TASKS

- Identify types of icons (file, folder, program)
- Save a document to a folder
- Copy or move a file/folder to another folder or disk drive
- Find a file, folder or computer by name/location
- Delete a file or folder

CIRCLE ONE

0	1	2	3
0	1	2	3
0	1	2	3
0	1	2	3
0	1	2	3

File Management Total: _____

WORLD WIDE WEB (WWW) TASKS

- Connect to an Internet Service Provider (ISP) using a modem
- Enter an Internet Address or URL
- Move forward and back through web pages
- Follow a link from one web page to another web page
- Create a bookmark or save a favorite web page
- Use a search engine (e.g. Google) to locate information on the internet

CIRCLE ONE

0	1	2	3
0	1	2	3
0	1	2	3
0	1	2	3
0	1	2	3
0	1	2	3

WWW Total: _____

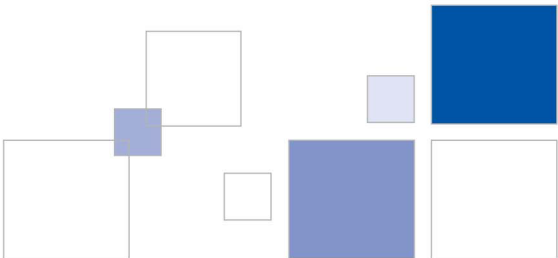
E-MAIL TASKS

- Use e-mail to open, read, create and send a message
- Attach files to an e-mail message
- Send the same e-mail message to more than one person at a time (Use an address list)

CIRCLE ONE

0	1	2	3
0	1	2	3
0	1	2	3

E-Mail Tasks Total: _____



PLEASE STOP HERE. THE COVANSYS TEAM WILL COMPLETE THE SUMMARY PORTION OF THIS SURVEY

COMPUTER SKILLS SELF-ASSESSMENT SUMMARY

SKILL AREA TASKS	RANK AVERAGE OUT OF 3
Operationg System	<div></div>
Graphical User Interface	<div></div>
Common Windows Conventions	<div></div>
Window Tasks	<div></div>
File Management	<div></div>
Internet Tasks	<div></div>
E-mail	<div></div>

